

Washington State Workforce Training & Education Coordinating Board
PO Box 43105
Olympia WA 98504-3105

Dear Event Planner:

The Workforce Training and Education Coordinating Board (Workforce Board) is soliciting proposals from qualified applicants interested in contracting to coordinate a two-day Workforce Strategies 2005 Conference at the Ridpath hotel in Spokane, Washington, on October 25 and 26, 2005.

Background

This is our fifth annual conference for “Workforce Strategies.” Between 400 and 500 state and local leaders will attend—from community and technical colleges, business and trade associations, economic development, labor, workforce development, and education. The conference will strengthen the relationships that are the foundation for effective partnerships, highlight “best practices,” and identify innovative ways to deliver services more efficiently and cost-effectively. The successful contractor will work closely with the Workforce Board and the conference’s project manager, Patricia Spencer.

Areas of Responsibility

A. Publicity—Preparation and Distribution

Create and maintain an interactive web page for registration.

B. Hotel/Facility Arrangements

1. Ensure that registrations do not exceed hotel/breakout capacity.
2. Work with hotel personnel on break-out room set-up.
3. Arrange for audiovisual and other equipment.
4. Maintain regular contact with hotel and the Workforce Board as set-up requirements and capacity change.
5. Select required food and beverage items, and negotiate related charges.
6. Provide meal count guarantees as required by facilities contract.
7. Provide on-site meal counts.
8. Maintain on-site liaison with facilities personnel to assure smooth flow.

C. Participant Registration

1. Develop registration procedures (including on-site registrations).
2. Receive online phone, e-mail, fax, and mail-in registrations. (Contractor must have the ability to accept Visa and Master Card.)
3. Process purchase orders and subsequent payments.
4. Maintain registration lists and counts, including physical and e-mail addresses, and deliver to the Workforce Board within two weeks after conference.
5. Prepare participant materials, including conference packet, and deliver in a timely manner.
6. Prepare attendee name badges.
7. Provide full onsite registration services, including receiving funds and printing name badges.

D. Program

1. Provide training verification as needed (such as continuing education clock hours for Office of Superintendent of Public Instruction.)
2. Respond to questions and need for support from conference attendees and presenters.
3. Trouble shoot problems during conference to avert disruptions and to ensure smooth flow.

E. Budget and Record Keeping

1. Open and maintain a separate bank account documenting registration receipts. Deposit registration payments upon receipt. Provide payment to the Workforce Board within two months of conference.
2. Maintain fiscal records and provide close out fiscal information as required by the Workforce Board.
3. Provide final reports (attendance, program evaluation, and financial report).

F. Evaluation and Post Conference Activities

1. E-mail a Workforce Board - supplied conference evaluation form to all conference attendees by Friday, October 28, 2005.
2. Prepare summary of evaluations collected and a report based on evaluation findings. Share evaluation information with the Workforce Board within 30 days of the conference.

Contract Period and Budget

The contract term is tentatively scheduled to begin May 24, 2005, and end in February, 2006. The contract cost will not exceed \$18,000.

Contractor Qualifications

Applicants must have prior experience coordinating large conferences, i.e., more than 400 attendees, and must have experience in all areas of responsibility listed above under "Areas of Responsibility." The applicant must have an independent work site and demonstrate the ability to work with a planning committee.

How to Apply

Please provide the following information:

- A narrative describing your qualifications and experience. Please list other conferences that you have coordinated with titles, dates, locations, event target audience, number of attendees, and references with contact information.
- A cost estimate for performance of the contract, broken down into the categories of services as listed above under "Areas of Responsibility."
- Optional: A sample of materials that demonstrate your experience, such as planning materials and evaluations, letters of recommendation, or other creative pieces of work.
- A project workplan, including project schedule and billing procedures.
- A list of three references.

The Workforce Board will evaluate proposals based on the above requested information.

The deadline for submission of responses is April 22, 2005. Late submittals will not be accepted.

Please mail, fax, e-mail, or hand-deliver proposals to:

Workforce Training and Education Coordinating Board
Attention: Patricia Spencer, Project Manager
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pspencer@wtb.wa.gov
Phone 360-586-8778 or Fax 360-586-5862